



If a Work Injury Occurs.....

Employee Checklist

- ☐ Notify supervisor immediately.
- ☐ If necessary, get medical treatment authorized by form LS-1.
- ☐ Bring a Doctor's Note to your supervisor to Return to Work, even if you have been released to Full Duty.
- ☐ If you are disabled or have work restrictions, keep in contact with your employer regarding your recovery progress and work status.
- ☐ Participate in our Return-to-Work program.
- ☐ Report earnings as required by employer or Third Party Administrator.
- ☐ Maintain communication with Third Party Administrator. They may schedule doctor's evaluations for you that are important to attend.
- ☐ Department of Labor protects your interests and advises you of your legal rights under the law. You do not need to retain an attorney.